

Technical Branch
Inspection Group
Sewage Series

E.P.W.U. PRETREATMENT SUPERVISOR

10/95 (SAC)

Summary

Under general supervision, supervise wastewater sampling and inspection of manufacturing processes and wastewater treatment at industrial facilities and commercial sites.

Typical Duties

Oversee facility inspections and sampling of facilities and processes. Involves: directing proper usage of portable samplers, flow meters, and similar Environmental Protection Agency approved equipment in the inspection and collection of semiprocessed water and industrial waste water samples at discharge sites; ensuring compliance with governmental procedures by verifying proper documentation, preservation and handling of samples; informing industrial and commercial users of proper wastewater treatment processing requirements; investigating reports of violations of wastewater treatment rules and regulations and reporting non-compliance with departmental regulations or discharge permit requirements to Pretreatment Engineer; discussing collection methods with Chemists to insure samples are acceptable for use as evidence in court.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: performing any duties of subordinates, if necessary, to maintain continuity of operations during temporary absences; recommending changes in policies to departmental management; compiling and recording data using personal computers and preparing reports and summaries, as required.

Minimum Qualifications

Training and Experience: Associate's degree from an accredited college or university in Water/Wastewater Technology, Environmental Science, Biology, Chemistry, or a related field and two years monitoring, inspecting, and investigating industrial wastewater pretreatment processes; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: wet industrial manufacturing processes, wastewater treatment processes; industrial pretreatment practices and procedures; federal and state regulations regarding industrial wastewater discharge; chemical and biological sampling and analysis. Some knowledge of: supervisory techniques.

Ability to: detect pretreatment systems deviations from acceptable conditions; enforce wastewater pretreatment rules and regulations; justly and impartially exercise delegated supervisory authority to lead, motivate, train and evaluate assigned personnel; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees and the general public; ability to prepare technical reports and maintain records.

Skill in the use of sampling equipment, personal computer equipment and associated software.

Special Requirements: Must successfully complete "Pretreatment Facility Inspection" correspondence course specified by department within six months of appointment.

Physical Requirements: Frequently exposed to industrial wastewater and required to move testing equipment, access confined areas, and work in all weather conditions.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head